

Conference Information

Who should attend this conference?

- Treasurers and staff of corporations and their political action committees who have responsibility for compliance with federal campaign finance laws
- Attorneys, accountants and consultants who have clients that are corporations
- Anyone who wants to gain in-depth knowledge of federal campaign finance law as it applies to corporations
- Anyone who wants to learn about recent changes resulting from legislation and litigation

What is the schedule/program?

The agenda and schedule for the conference are attached.

I'm with a nonconnected committee - Can I come to this conference?

You may attend, but the content of this conference is not tailored to your type of organization. Nonconnected committees (i.e., those without a corporate or union sponsor, including those sponsored by partnerships) should contact the FEC at Conferences@fec.gov for recommendations regarding training.

Are there workshops for beginners?

Yes. The workshop entitled *Getting Started: Basics for Beginners* provides an overview of campaign finance law that is applicable to everyone. Fundraising .

workshops on day one also offer basic information geared to the specific type of organization. Beginners also benefit from the chance to network with more experienced campaign finance law professionals.

How about someone who is a seasoned veteran of campaign finance law - Does this conference fit their needs?

Yes. Advanced workshops are offered on topics such as corporate communications and recent developments in campaign finance law, so that experienced attendees can update their knowledge. All of the workshops are updated regularly with new information, as needed. Moreover, FEC conferences offer an opportunity for both beginners and advanced attendees to network with one another, to share ideas and to learn from each other.

Are CLE credits (or continuing education credits) available?

The FEC has not applied in any state to be an official CLE (or CE) sponsor. Attendees in the past, however, have applied on their own for, and received, continuing education credits for their attendance at FEC conferences. Contact your state MCLE organization (or state board of accountancy, for accountants) for more information. Please contact us at Conferences@fec.gov if you have further questions or need additional materials for your application.

FEC Conference for Corporations And Their Political Action Committees

March 9-10, 2010
Washington, DC



FEDERAL ELECTION COMMISSION
OFFICE OF COMMUNICATIONS
INFORMATION DIVISION
999 E STREET, NW
WASHINGTON, DC
202-694-1100
1-800-424-9530 (PRESS 6)

Registration Information

What is the registration fee?

The registration fee is \$499 per attendee. A late charge of \$51 will be added for registrations received after 5 p.m. EST, February 5, 2010. A full refund will be made for all cancellations received before 5 p.m. EST on February 5; no refund will be made for cancellations received after that date and time. Note: Credit card payments will appear on your statement as paid to Sylvester Management Corporation.

How do I register for the conference?

Visit <http://www.fec.gov/info/conferences/2010/corporate10.shtml#registrationinfo> for a link to register online, or download a paper form to register by mail or fax.

If you use an online form to register for a conference, information you provide may be retained so that information about changes, upgrades, etc. may be provided where appropriate. Please see our Privacy policy at <http://www.fec.gov/privacy.shtml> for more information.

Will you make an attendee list available?

We will include the attendee list with the notebooks provided to attendees at registration. Due to Privacy Act concerns, however, only those attendees who have signed and submitted a form granting their consent to share their contact information will be included on that list. The form will be sent to attendees in February after they register for the conference. If you would like to ensure you share your contact information with other attendees, please submit this form by February 26, 2010.

If you are not attending the conference, or if you want to receive the attendee list before the conference, please contact the FEC's FOIA office in the Office of General Counsel's General Law and Advice Division at 202-694-1650.

Logistics

What hotel arrangements do I need to make?

The conference will be held at the Westin City Center Hotel, 1400 M Street, N.W., Washington, DC 20005. The hotel is located downtown on Thomas Circle, near the White House and the K Street corridor, and walking distance from the Metro subway.

Attendees are responsible for making their own hotel reservations. (Note: Please do not finalize your air reservations until you have received confirmation of your registration for the conference from our contractor, Sylvester Management Corporation.) A room rate of \$249 single (\$30 for each additional person in room) is available for hotel reservations made by February 5, 2010. Call 202-429-1700 or 1-800-937-8461 and identify yourself as attending the Federal Election Commission conference to reserve this group rate or click the link on the FEC conference web page at <http://www.fec.gov/info/conferences/2010/corporate10.shtml#hotelinfo>. The hotel will also charge the prevailing sales tax, currently 14.5%.

How do I get there?

By Car: Visit <http://www.starwoodhotels.com/westin/property/area/directions.html?propertyID=1761> for a map and driving directions. Valet parking is available for \$18/day and \$40/night. Please note that the hotel's parking facility cannot accommodate SUVs, minivans or trucks.

By Public Transportation: The hotel is located near the McPherson Square (Blue/Orange Lines) and Farragut North (Red Line) Metro stations.

What is the weather like in Washington DC, in early March?

Visit <http://www.erh.noaa.gov/lwx/> for the National Weather Service forecast for Washington, DC.

What should I wear?

While there is no formal dress code for our conferences, attendees typically wear business casual attire. Due to the unpredictability of the meeting room temperature, you may want to bring a sweater or jacket.

Additional Questions:

Conference Program: 1-800/424-9530 (press 6) or e-mail Conferences@fec.gov

Conference Registration/Fees:

1-800/246-7277 or e-mail toni@sylvestermanagement.com

Conference Agenda

Tuesday, March 9, 2010

8:00 – 9:00 AM Registration

9:00 – 9:15 AM Welcome

9:30 – 11:00 AM Breakout Workshops
(Choose one):

Option A1: Getting Started: Basics for Beginners

- Organization of committees
- Contributions and expenditures
- Filing Information

Option A2: Legal Issues —Recent Developments in Federal Campaign Finance Law

(Do not select option A2 if you have not previously attended an FEC conference.)

- Important court cases
- Recent legislation and regulations

11:00 – 11:15 AM Break

11:15 AM – 12:45 PM PAC Operations, Part 1: Organization and Solicitation Basics

- Restricted Class
- Solicitation notices
- Collection of contributions
- Payroll deduction

12:45 – 1:45 PM Luncheon Roundtables

At each table, attendees will sit with an FEC staff member, who will informally discuss a topic related to federal campaign finance law and answer your questions. A list of the table topics will be supplied at registration. You may sit at the table of your choice.

2:00 – 3:30 PM PAC Operations, Part 2: Solicitation Techniques

- Raffles, prizes and entertainment
- Meetings
- Online fundraising
- Matching charitable contributions

Wednesday, March 10, 2010

8:00 – 9:00 AM Breakfast with the IRS

A guest speaker from the IRS will give an overview of tax rules for political organizations and answer your questions about tax law.

9:00 – 9:15 AM Break

9:15 – 10:45 AM PAC Operations, Part 3: More Ways to Support Candidates

- Coordinated communications
- Independent expenditures
- Bundling

10:45 – 11:00 AM Break

11:00 AM – 12:30 PM Breakout Workshops
(Choose one):

Option B1: The Three R's: Recordkeeping, Reporting and Responding

- How to work with your analyst
- FECfile reporting examples

Option B2: Beyond the PAC: Corporate Communications

- Electioneering communications
- Permitted corporate communications

12:30 – 1:30 PM Luncheon Roundtables

An opportunity to meet your Campaign Finance Analyst, the person who reviews your committee's reports, and discuss your questions regarding reporting and the FEC's review process.

1:45 – 3:15 PM Breakout Workshops
(Choose one):

Option C1: Beyond the PAC:

Use of Corporate Facilities and Resources

- Candidate appearances and fundraising events
- Guidelines for corporate involvement

Option C2: Best Practices in Committee Management

- Recordkeeping
- Protecting the committee from fraud and embezzlement
- Case studies and examples

3:15 – 3:30 PM Break

3:30 – 4:30 PM FEC Jeopardy/Wrap-Up Panel Discussion

A fun, interactive, wrap-up session reviewing material presented during the conference.

